



Mary Lou Brunell, Vice Chair
Chris Hart IV, President

July 15, 2011

Chief Elected Officials

Re: Regional Workforce Board Recertification Instructions



Dear Chief Elected Officials:

Please find information below on an important issue affecting Regional Workforce Boards (RWB) for which you have responsibility as an appointing authority for local members. You are an important partner to Florida's workforce system and we appreciate your efforts to help us support Governor Scott's priorities and help Floridians enter, remain and advance in the workforce while strengthening the state's climate for business to bolster job retention and creation.

Workforce Florida Inc. – the state's workforce investment board charged with policy setting for the workforce system – has been given authority by the Governor for certification of each RWB. The recertification of each RWB is conducted pursuant to Title I of the Workforce Investment Act of 1998 and is based, in part, on a review of its membership to determine whether its composition and appointments are consistent with the provisions of state and federal law. Each RWB must be recertified every two years.

To assist you in ensuring local board appointments are in compliance with the law, I have attached policy guidance outlining federal and state requirements for RWB composition, recertification and decertification as well as some additional resources. Although your RWB will be responsible for providing administrative assistance to you and submitting the required information, I wanted to ensure your awareness of these requirements as the chief elected official and appointing authority. The recertification process requires that the attached forms be completed and returned to Helen Jones at hjones@workforceflorida.com no later than September 30, 2011. This material will then be reviewed and provided to the Workforce Florida Board for action.

I appreciate your prompt attention and response as well as your contributions to the efforts of Florida's workforce system to deliver employment and training services. Should you have questions regarding this letter or the attached information, please let me know or feel free to call Helen Jones directly at (850) 414-8295.

Best Regards,

Chris Hart IV, President/CEO
Workforce Florida Inc.

CH/ls/s
Attachments

cc. Regional Workforce Board Chairs and Executive Directors

Copy To:

Commrs

Co Atty

Co Fin

Other

Pub Wks Div

Bldg & Dev Div

Admin Div

Com Svcs Div

INTRODUCTION

Section 117 (c) (2) of the Workforce Investment Act requires that the governor certify each Regional Workforce Board (RWB) every two years based in part on a review of its membership. On the governor's behalf the certification of the RWBs is conducted by Workforce Florida based on a determination whether or not the composition and appointments are consistent with the provisions of state and federal law.

Attached is a summary of state policy regarding RWB composition, recertification and decertification with accompanying resource information. Attachment 1 is the form that should be used to list the required information about the current membership of the RWB. This form and Attachment 2 must be completed and returned with the Region's local plan modification no later than September 30, 2011. Completed forms and plan modifications should be emailed to Helen Jones at: hjones@workforceflorida.com.

Regional Workforce Board Composition, Recertification and Decertification

OF INTEREST TO

Workforce Florida, Inc., Chief Elected Officers, and Regional Workforce Boards (RWBs) in implementing Workforce Investment Act (WIA) Programs and related workforce services.

SUBJECT

The requirements of membership, structure, certification, recertification, and decertification of Regional Workforce Boards.

PURPOSE

The certification of membership of the Regional Workforce Boards is conducted per Public Law 105-220 Title I Section 117 (c) 2, Workforce Investment Act of 1998. The certification of the RWB is conducted by Workforce Florida to determine whether the composition and appointments are consistent with the provisions of the state and federal law and regulations. Each RWB will be reviewed to ensure its compliance with representation requirements. Information should reflect the present board status and any major changes that may occur on or before July 1, 2011.

Outlined below are the policies and procedures for establishing the RWBs and ensuring that the composition of, and appointments to the Board are consistent with the provisions of state and federal law and regulations. Additionally, policies and procedures for certification and decertification of RWBs are outlined as well.

BACKGROUND

Section 117 of the Workforce Investment Act (WIA) of 1998 requires each local area of the State to establish a local workforce investment board to set policy for the local workforce investment system within the local area.

Chapter 445.004 F.S. authorizes Workforce Florida, Inc., to charter Regional Workforce Boards, that have a membership consistent with federal and state law and that have developed a plan consistent with the state's workforce development strategy.

GUIDANCE

The following policy provides the guidelines by which all RWBs shall be organized and certified.

RECERTIFICATION INSTRUCTIONS

All Regional Workforce Boards are required to return the following attachments for recertification.

- Current Membership – Regional Workforce Board – Attachment 1
- Fiscal Agent Design/Administrative Entity/One-Stop Operator – Attachment 2

The WFI Board will approve recertification of each board.

I. Establishing Local Workforce Investment Boards

A. General:

- (1) The Governor, in partnership with the State Workforce Investment Board, hereinafter referred to as Workforce Florida, Inc., (WFI), establishes criteria for use by chief elected officials in the appointment of members of the Local Workforce Investment Boards (LWIBs) in accordance with WIA §117(b)(2). LWIBs are hereinafter referred to as Regional Workforce Boards (RWBs).
- (2) Chief elected officials shall be the appointing authority for the members of the RWBs. [WIA §117(c)(1)(A) and 20 CFR §661.300(a)]
- (3) In instances where a RWB includes more than one unit of local government, the chief elected officials of such units may execute an agreement that specifies the roles of the individual chief elected officials as follows:
 - a. Appointment of the RWB members from the individuals nominated or recommended; and
 - b. The carrying out of any other responsibilities assigned to such officials by federal or state law. [WIA §117(c)(1)(B)(i)]

In instances where, after a reasonable effort, the chief elected officials are unable to reach an agreement that specifies the roles of the individual chief elected officials, the Governor may appoint the RWB members from individuals nominated or recommended. [WIA §117(c)(1)(B)(ii)]

- (4) Chief elected officials shall develop a process for soliciting RWB nominations and for selecting RWB members. Documentation supporting the nomination/selection process, including names of all candidates and their qualifications, must be retained for not less than five years.
- (5) Representatives from private business or other entities shall be individuals with optimum policy making authority within the employer community and within the entities they represent. [20 CFR §661.315(c)]

A representative with “optimum policy making authority” is an individual who can reasonably be expected to speak affirmatively on behalf of the entity he or she represents and to commit that entity to a chosen course of action; [20 CFR §661.203(a)];
- (6) The Chair of the RWB must be from the business community [WIA 117(b)(5) and 20 CFR §661.320] and serve for a term of no more than two years and no more than two terms.
- (7) An individual may be appointed as a representative of more than one entity if the individual meets all criteria for such representation, including the criteria described in 20 CFR §661.315(c, d and e). [20 CFR §661.315(f)] If an individual represents more than one area, they must be appropriately nominated by the organization or entity they will represent, must have optimum policy making authority and must be able to speak affirmatively on behalf of the entity represented.
- (8) The importance of minority and gender representation shall be considered when making appointments to the Board. [Section 445.007, F.S.]

B. Required Members of the Regional Workforce Board: (Public Law No. 105-220 117 Stat 955 (1998) and §661.315)

1. Business

- a. A majority of the Regional Workforce Board members must represent local businesses. [WIA §117(b)(4) and 20 CFR §661.315(d)]
- b. Eligible members include those in the local area who are owners of a business, chief operating officers, or other individuals with optimum policy-making or hiring authority. [WIA §117(b)(2)(A)(i) & (b)(3) and 20 CFR §661.315(d)]
- c. Local business members must have employment opportunities that reflect the employment opportunities of the local area.
- d. Local business members must be nominated by business organizations and or business trade associations. [WIA §117(b)(2)(A)(I) and 20 CFR §661.315(e)] Local business nominations cannot be made by the local board.

2. Education

- a. This category must have one or more representatives of local educational entities; [10 CFR §661.315(a)]
- b. Eligible members must include representatives of local educational entities including representatives of local educational agencies, local school boards, entities providing adult education and literacy activities and postsecondary educational institutions (including representatives of community colleges, where such entities exist) [WIA 117(b)(2)(A)(ii)]
- c. Members must be nominated by regional or local educational agencies, institutions, or organizations representing such local educational entities. [WIA §117(b)(2)(A)(ii)]

3. Labor

There must be at least one representative of organized labor (for a local area in which employees are represented by labor organizations.) [WIA §117(b)(2)(A)(iii)] The local chief elected official(s) must solicit nominations for labor representatives from local labor federations. For a local area in which no employees are represented by such organizations, other representatives of employees can be nominated. [WIA §117(b)(2)(A)(iii) and 20 CFR §661.315(e)]

4. Community-Based Organizations (CBO)

A community-based organization is defined as, “a private nonprofit organization that is representative of a community or a significant segment of a community and that has demonstrated expertise and effectiveness in the field of workforce investment.” [WIA §101(7)]

- a. This category must have two or more members; [20 CFR §661.315(a)]
- b. Eligible members include representatives of community-based organizations, including those who represent individuals with disabilities and veterans. [WIA §117(b)(2)(A)(iv) and 20 CFR §661.315(a)]
- c. There should be at least one member representing individuals with disabilities and at least one member representing veterans.

See Appendix B for examples of Veterans organizations which may have partner programs in the local area.

The [Agency for Persons with Disabilities](#) is a resource for organizations representing the disabled and can provide information on local employment and training programs within the Region.

5. *Economic Development*

The term economic development agencies is defined as, “local planning and zoning commissions or boards, community development agencies, and other local agencies and institutions responsible for regulating, promoting, or assisting in local economic development.” [WIA §101(11)]

- a. This category must have two or more members; [20 CFR §661.315(a)]
- b. The chief elected officials must solicit nominations from both public and private local economic development agencies. [WIA §117(b)(2)(A)(v)]

6. *Military Installations*

The chief elected officials shall include one nonvoting representative from a military installation if a military installation is located within the Region and the appropriate military command or organization authorizes such representation. [Section 445.007, F.S.]

See Appendix C for a list of active military installations in each Region.

7. *Other Entities*

- a. The chief elected official(s) may select for membership other individuals or representatives of other entities in the local area as they determine to be appropriate, including those representing individuals with multiple barriers to employment and other special populations. [20 CFR §661.315(b)] [WIA §117(b)(2)(B)]
- b. It is the intent of the Legislature that membership of a Regional Workforce Board includes persons who are current or former recipients of welfare transition assistance as defined in section. 445.002(3), F.S., or workforce services as provided in section 445.009(1), F.S., or that such persons be included as ex officio members of the RWB or of committees organized by the RWB.

8. *One-Stop Partners*

- a. This category must include representatives from each of the One-Stop partners identified in WIA, §117(b)(2) and Final Rule 65 Fed. Reg. 49399 (August 11, 2000).
- b. The required partners are the entities that are responsible for administering the following employment and training programs and activities in the local area:
 - 1) Programs authorized under Title I of WIA, serving:
 - i. Adults;
 - ii. Dislocated Workers;
 - iii. Youth;
 - iv. Job Corps;
 - v. Native American Programs;
 - vi. Migrant and Seasonal Farmworkers Programs; and
 - vii. Veterans Workforce Programs;

- 2) Programs authorized under the Wagner Peyser Act;
- 3) Adult education and literacy activities authorized under title II of WIA;
- 4) Programs authorized under parts A and B of title I of the Rehabilitation Act;
- 5) Welfare to Work programs;
- 6) Senior Community Service employment activities;
- 7) Postsecondary vocational education activities under the Carl D. Perkins Vocational and Applied Technology Education Act;
- 8) Trade Adjustment Assistance and NAFTA Transitional Adjustment Assistance activities authorized under chapter 2 of title II of the Trade Act of 1974;
- 9) Activities authorized under chapter 41 of title 38, U.S.C. (local veterans' employment representatives and disabled veterans outreach programs);
- 10) Employment and Training activities carried out under the Community Services Block Grant;
- 11) Employment and training activities carried out by the Department of Housing and Urban Development;
- 12) Programs authorized under State unemployment compensation law in accordance with Federal law.

For purposes of appointing members to Regional Workforce Boards, such representatives should be individuals who can reasonably be expected to speak affirmatively on behalf of the entity he or she represents and to commit that entity to a chosen course of action. The representative should also have documented expertise relating to the program, service, or activity that he or she represents as a One-Stop partner [20 CFR §661.203(b)]

When there is more than one grant recipient, administrative entity, or organization responsible for administration of funds of a particular One-Stop partner program in the local area, the chief elected official may appoint one or more members to represent the collective partner program entities. In making such appointments, the local elected official may solicit nominations from the partner program entities. [20 CFR §661.317]

Regions are not required to include representation on their local boards for those workforce programs for which they receive funds from WFI or AWI to operate the program. Those programs include: WIA Adult, Dislocated Worker, and Youth; Veterans; Wagner Peyser; Trade Adjustment Assistance and NAFTA Transitional Adjustment Assistance; Local Veterans Employment Representatives (LVERs); Disabled Veterans Outreach Programs (DVOPs); and Unemployment Compensation programs. The exception is the Welfare to Work/TANF program where the Department of Children and Families is required as a mandatory One-Stop partner.

Partner Programs Requiring Representation on All Regional Workforce Boards

- *Adult education and literacy activities authorized under Title II of WIA* – [WIA sec. 121(b)(1)(B)(iii)] – Chief elected officials shall appoint at least one adult education and literacy partner as a representative on the local board.

See the Florida Department of Education's website for information on adult education and literacy programs for additional information:
<http://www.fldoe.org/SiteIndex/directories.asp>.

- ***Programs authorized under parts A and B of Title I of the Rehabilitation Act*** – Programs authorized under parts A and B of Title I of the Rehabilitation Act provide employment and training grants to help individuals with disabilities, prepare for, obtain, and maintain employment.

Chief elected officials shall appoint at least one partner to the local board who can represent vocational rehabilitation (VR) programs in the local area.

- ***Senior Community Service employment activities*** – Chief elected officials shall appoint at least one partner to the local board to represent Senior Community Service Employment Programs (SCSEP). The state grantee for SCSEP is the [Florida Department of Elder Affairs](#) (DOEA).
- ***Post-secondary vocational education activities under the Carl D. Perkins Vocational and Applied Technology Education Act*** – Under the Carl D. Perkins Act, federal funds are made available to help provide vocational-technical education programs and services to youth and adults.

The Florida Department of Education (DOE) is the designated grant recipient for Florida. The Chief Elected Official shall appoint at least one partner to the local board who represents post-secondary vocational education activities and programs in the local area. For additional information, the Florida Department of Education's website is:

<http://www.fldoe.org/SiteIndex/directories.asp>.

- ***Welfare Transition Program (Temporary Assistance to Needy Families -TANF)*** – The [Florida Department of Children and Families](#) (DCF) is the state grant recipient for TANF funds and is a One-Stop Partner.

The Chief Elected Official shall appoint at least one member from the local Department of Children and Families' office as a representative on the local board.

Partner Programs Requiring Representation on Some but Not All Regional Workforce Boards

- ***Veterans Workforce Investment Programs (VWIPs) under Title I of WIA*** - Veterans Workforce Investment Programs are competitive grants awarded by USDOL to a state or local government or local private or not-for-profit organization which applies for such grant to offer employment and training services to certain veterans. [WIA sec. 121(b)(1)(B)(i)] - See USDOL's website at: http://www.dol.gov/vets/programs/fact/vwip_fs05.htm.

If such grants are awarded to governments or other entities within the local region, the Chief Elected Official shall appoint a member representing the Veteran Workforce Investment Program to the local board.

- ***Job Corps*** – If a Job Corps Center is located within the Region, the Chief Elected Official shall appoint a representative of the Job Corps Center to its local board. See the following website for a list of the Job Corps Centers in Florida: <http://www.jobcorps.gov/centerlocations.aspx?statename=fl>

- ***Native American Programs*** – Regions that have a local tribe that provides employment and training services in the local area shall include partner

representation on its local board. The Chief Elected Official shall appoint a member of the tribe as a representative on the local board.

See the following website for a list of approved tribes in Florida. Regions will need to contact tribes for information on tribal employment and training offices - <http://www.ncai.org/Tribal-Directory.3.0.html>

- ***Migrant and Seasonal Farmworkers (MSFW)*** – Regions which have migrant and seasonal farmworker offices within their region must have MSFW representation on the local board. Accordingly, the Chief Elected Official shall appoint a MSFW representative to the local board.

The [Department of Education's website](#) can be viewed for more information as well as Appendix D-1 and D-2 for a contact list and service map of migrant and seasonal farmworker offices.

- ***Employment and training activities carried out under the Community Services Block Grant (CSBG)***. The Community Services Block Grant program provides grants to local governments and non-profit agencies to assist eligible low-income households in attaining the skills, knowledge and motivation necessary to achieve self sufficiency. Training and placement are one of the many services provided.

If a local CSBG program provides employment and training services to eligible recipients, the Chief Elected Official shall appoint a member to represent the CSBG on the local board.

The Florida Department of Community Affairs is the state grant recipient for funds. See the following website for a contact list of local agencies responsible for carrying out the Community Services Block Grant Program. Regions will have to determine which offices have employment and training related programs in the local area – <http://www.dca.state.fl.us/fhcd/csbgi/index.cfm>

- ***Employment and Training Activities carried out by the Department of Housing and Urban Development*** – If the Region has training and employment programs funded through HUD in the local area, the Chief Elected Official shall appoint a representative to the local board from the entity or organization receiving the HUD Employment and Training funds.

An example of a HUD sponsored program is Youthbuild, a program that provides grants on a competitive basis to non-profit organizations to assist high-risk youth between the ages of 16 and 24 to learn housing construction job skills and to complete their high school education. Program participants construct or rehabilitate affordable housing for very low, low-income and homeless persons or families.

HUD's website is <http://portal.hud.gov/>

II. Local Workforce Board Certification and Decertification

Certification of Regional Workforce Boards is approved by Workforce Florida, Inc. In addition, each Regional Workforce Board is reviewed by WFI for recertification every two years.

Such certification shall be based on criteria established under WIA 117(c) and the extent to which the local board has ensured that workforce investment activities carried out in the local area have enabled the local area to meet the local performance measures.

A. Certification

Workforce Florida, Inc., shall initially certify each Regional Workforce Board and shall re-certify local boards once every two (2) years. Workforce Florida, Inc., will issue instructions to the Regional Workforce Boards for recertification. Such instructions may be integrated in, and issued simultaneously with, local plan instructions to provide a more streamlined and efficient process in those years when a local plan is required.

Upon satisfactory review of the Regional Workforce Board's recertification documents, the WFI Board will approve recertification of the Region.

The failure of a Regional Workforce Board to achieve recertification shall result in reappointment and certification of another Regional Workforce Board for the specified local area.

B. Decertification

Workforce Florida, Inc., under authority designated by the Governor, may decertify a Regional Workforce Board, at any time after providing notice and an opportunity for comment for:

(1) Fraud, Abuse, Failure to Carry out Functions –

- i. Fraud or abuse; or
- ii. Failure to carry out the functions specified in WIA 117 (d) (paragraphs 1-7) Public Law No. 105-220, 112 STAT 956 (1998) related to:
 - (a) Development, submittal, and approval of a local plan by WFI;
 - (b) Selection of One-Stop Operators and Providers as required by federal and state law (unless the Regional Workforce Board is a direct services provider)
 - (c) Development of Budget and Administration policies and procedures that are in compliance with federal and state requirements;
 - (d) Program Oversight that complies with federal and state requirements;
 - (e) Negotiation and Agreement of Local Performance Measures;
 - (f) Employment Statistics System – Regions shall assist the [Agency] in developing the statewide employment statistics system; and
 - (g) Employer Linkages – The Regional Workforce Board should coordinate workforce investment activities carried out in the local area with economic development strategies and develop other employer linkages with such activities.

Note: Appendix A provides the requirements established in WIA 117(d) (paragraphs 1-7) Public Law No. 105-220, 112 STAT 956 (1998).

(2) Non-Performance –

Failure to meet the Regional Workforce Board performance measures for two (2) consecutive program years.

If Workforce Florida, Inc., decertifies a Regional Workforce Board, WFI may require that a new RWB be appointed and certified for the local area pursuant to a reorganization plan developed by WFI in consultation with the chief elected officials in the local area and in accordance with a local agreement as specified in I.A.(3) above.

AUTHORITY

Public Law 105-220 Title I Section 117 (c) 2, Workforce Investment Act of 1998
445.007 (1) Florida Statutes
20 CFR 661.300

Appendix A

Decertification

WIA 112, Section 117, Subsection D, Paragraphs (1) through (7)

(d) FUNCTIONS OF LOCAL BOARD. — The functions of the local board shall include the following:

(1) LOCAL PLAN.—Consistent with section 118, each local board, in partnership with the chief elected official for the local area involved, shall develop and submit a local plan to the Governor.

(2) SELECTION OF OPERATORS AND PROVIDERS.—

(A) SELECTION OF ONE-STOP OPERATORS. — Consistent with section 121(d), the local board, with the agreement of the chief elected official—

(i) shall designate or certify one-stop operators as described in section 21(d)(2)(A); and

(ii) may terminate for cause the eligibility of such operators.

(B) SELECTION OF YOUTH PROVIDERS. — Consistent with section 123, the local board shall identify eligible providers of youth activities in the local area by awarding grants or contracts on a competitive basis, based on the recommendations of the youth council.

(C) IDENTIFICATION OF ELIGIBLE PROVIDERS OF TRAINING SERVICES.— Consistent with section 122, the local board shall identify eligible providers of training services described in section 134(d)(4) in the local area.

(D) IDENTIFICATION OF ELIGIBLE PROVIDERS OF INTENSIVE SERVICES.—If the one-stop operator does not provide intensive services in a local area, the local board shall identify eligible providers of intensive services described in section 134(d)(3) in the local area by awarding contracts.

(3) BUDGET AND ADMINISTRATION.—

(A) BUDGET.—The local board shall develop a budget for the purpose of carrying out the duties of the local board under this section, subject to the approval of the chief elected official.

(B) ADMINISTRATION.—

(i) GRANT RECIPIENT.—

(I) IN GENERAL.—The chief elected official in a local area shall serve as the local grant recipient for, and shall be liable for any misuse of, the grant funds allocated to the local area under sections 128 and 133, unless the chief elected official reaches an agreement with the Governor to act as the local grant recipient and bear such liability.

(II) DESIGNATION.—In order to assist in the administration of the grant funds, the chief elected official or the Governor, where the Governor serves as the local grant recipient for a local area, may designate an entity to serve as a local grant subrecipient for such funds or as a local fiscal agent. Such designation shall not relieve the chief elected official or the Governor of the liability for any misuse of grant funds as described in subclause (I).

(III) DISBURSAL.—The local grant recipient or an entity designated under subclause (II) shall disburse such funds for workforce investment activities at the direction of the local board, pursuant to the requirements of this title, if

the direction does not violate a provision of this Act. The local grant recipient or entity designated under subclause (II) shall disburse the funds immediately on receiving such direction from the local board.

(ii) STAFF. — The local board may employ staff.

(iii) GRANTS AND DONATIONS. — The local board may solicit and accept grants and donations from sources other than Federal funds made available under this Act.

- (4) PROGRAM OVERSIGHT.—The local board, in partnership with the chief elected official, shall conduct oversight with respect to local programs of youth activities authorized under section 129, local employment and training activities authorized under section 134, and the one-stop delivery system in the local area.
- (5) NEGOTIATION OF LOCAL PERFORMANCE MEASURES. — The local board, the chief elected official, and the Governor shall negotiate and reach agreement on local performance measures as described in section 136(c).
- (6) EMPLOYMENT STATISTICS SYSTEM. — The local board shall assist the Governor in developing the statewide employment statistics system described in section 15(e) of the Wagner-Peyser Act.
- (7) EMPLOYER LINKAGES. — The local board shall coordinate the workforce investment activities authorized under this subtitle and carried out in the local area with economic development strategies and develop other employer linkages with such activities.

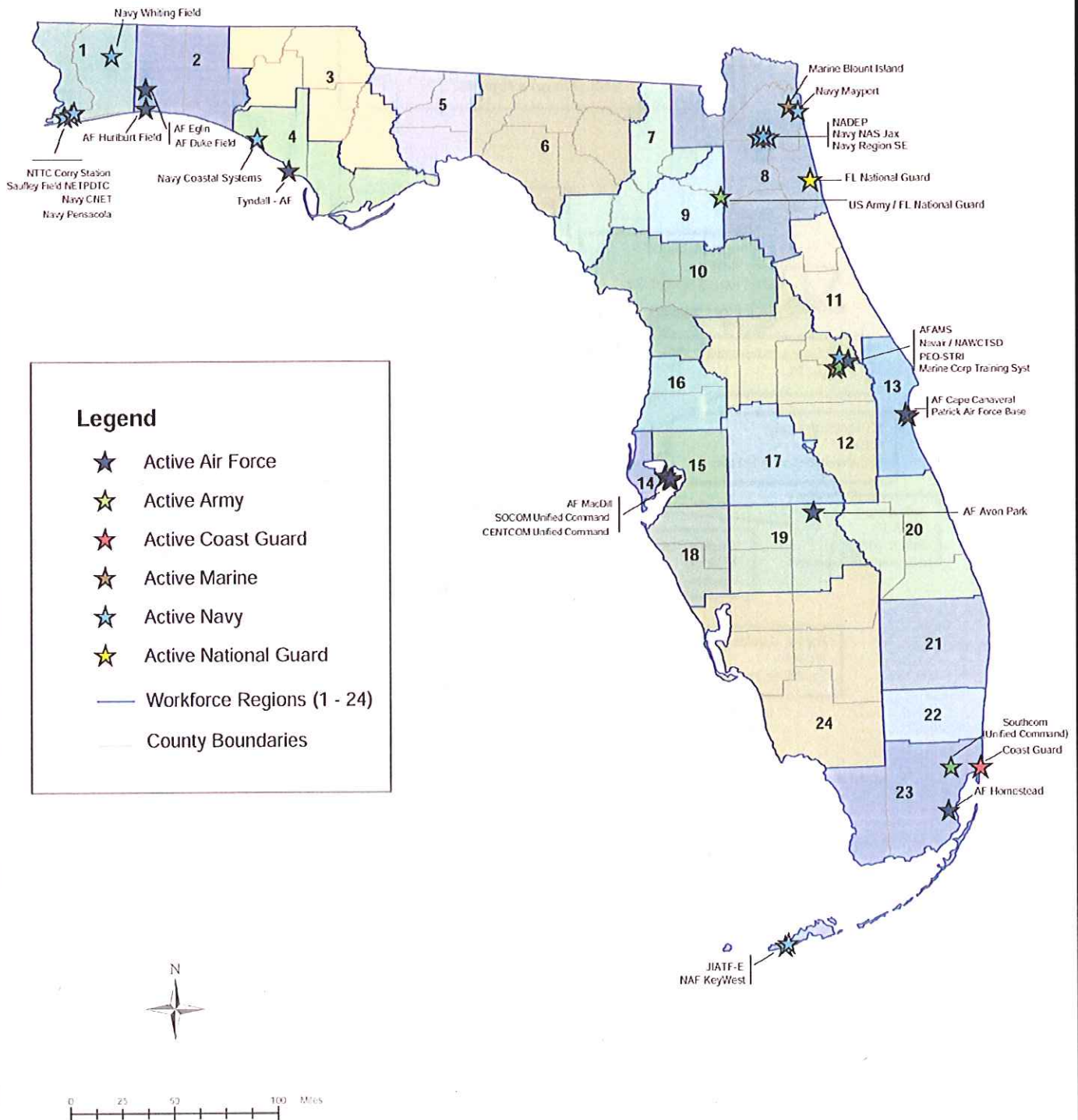
Appendix B

Examples of Veterans Organizations

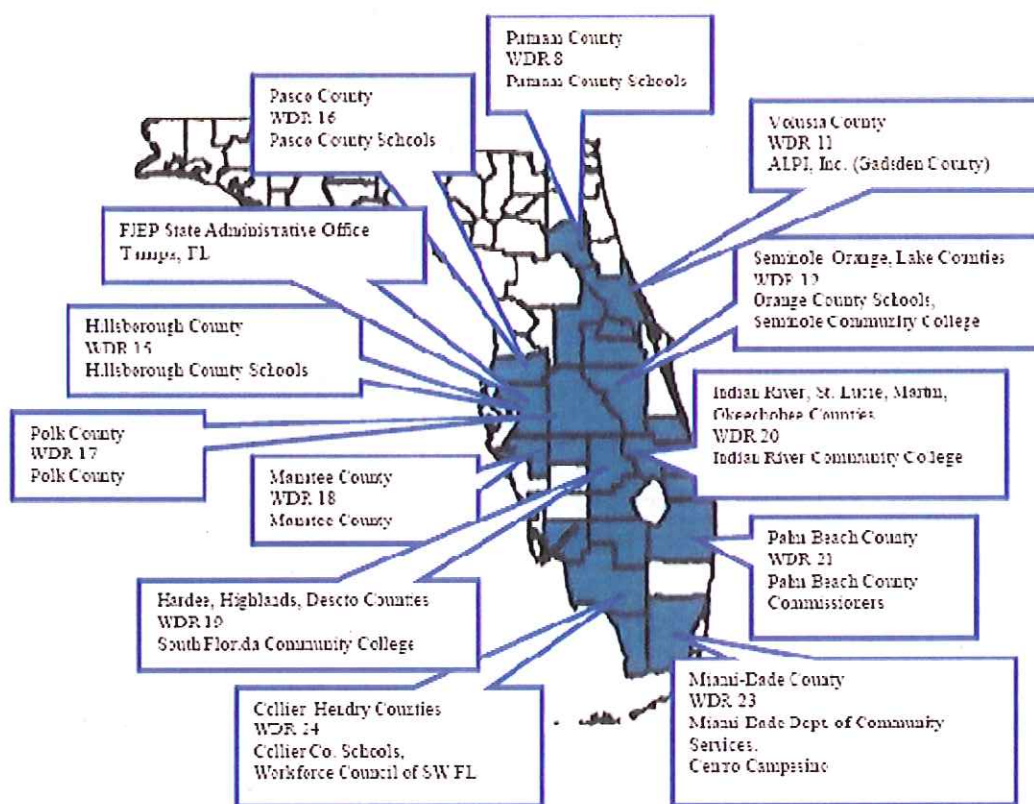
National Veteran-Owned Business Association	Servicemembers Legal Defense Network
Air Force Association	The Society of Hispanic Veterans
Air Force Sergeants Association	Society of the Cincinnati
American Cold War Veterans	Sons of Union Veterans of the Civil War
American Corporate Partners	Sons of Confederate Veterans
American Ex-Prisoners of War	Retired Enlisted Association (TREA)
American G.I. Forum	United Confederate Veterans
American Legion	United Service Organizations
American Legion Riders	United Spanish War Veterans
American Veterans Motorcycle Riders Association	United Spinal Association
American Veterans Services	United States Submarine Veterans Inc. (USSVI) American
Veterans For Equal Rights	United States Submarine Veterans of World War II
AMVETS	U.S. Military Vets Motorcycle Club
Artistic American Veterans	Veterans Advantage
Association of Confederate Soldiers	Veterans Campaign
Blinded Veterans Association	Veterans for America
Blue Alliance - LGBT Alumni of the U.S.	Veterans for Peace
Air Force Academy	Veterans History Project
Catholic War Veterans	Veterans of Foreign Wars
Cherokee Nation Warriors Society	Veterans of Modern Warfare
Cold War Veterans Association	VETPAC
Confederate Survivors Association	Vietnamese American Armed Forces Association
Collegiate Veterans Association	VETPAC
Disabled American Veterans	Vietnam Veterans Against the War
Fleet Reserve Association	Vietnam Veterans of America
Grand Army of the Republic	Vietnam Veterans Motorcycle Club
HeroBox	Women In Military Service For America Memorial
Hope For Veterans	Foundation, Inc.
Iraq and Afghanistan Veterans of America	Wounded Warrior Project
IAVA (formerly OpTruth)	Wildflecken Veterans Association
Iraq Veterans Against the War	Swords to Plowshares
Iraq War Veterans Organization	
Jewish War Veterans of the USA	
Korean War Veterans Association	
Marine Corps League	
Military Officers Association of America	
Military Order of Foreign Wars	
Military Order of the Loyal Legion of the United States	
Military Order of the Purple Heart	
Military Order of the World Wars	
National Association for Black Veterans	
National Coalition for Homeless Veterans	
Naval Enlisted Reserve Association (NERA)	
New Battlefront Foundation	
Paralyzed Veterans of America	
Pearl Harbor Survivors Association	

Active Military Bases by Workforce Regions

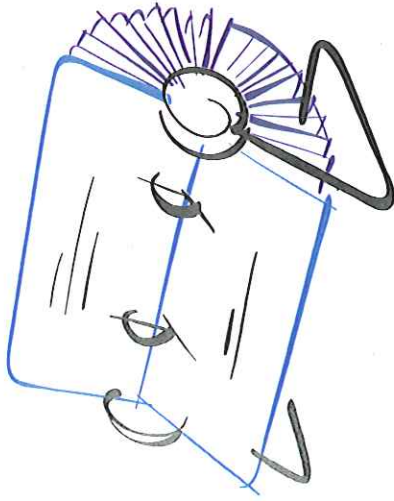
Appendix C



Florida Service Delivery Areas, Workforce Development Regions (WDRs), and Delivery Agents



**FLORIDA DEPARTMENT OF EDUCATION
COMMUNITY COLLEGES AND WORKFORCE EDUCATION
ADULT MIGRANT PROGRAM AND SERVICES**



Christopher Rivera-Acting Senior Educational Program Director Christopher.Rivera@fldoe.org
Wyatt, Program Specialist III – LaWayne.Wyatt@fldoe.org
Robert Guy, Program Specialist III – Robert.Guy@fldoe.org
Shirley Caban-Tellez, Program Specialist III – Shirley.Caban-Tellez@fldoe.org
Alice Bello, Secretary Specialist – Alice.Bello@fldoe.org

8402 Laurel Fair Circle, Suite 212
Tampa, Florida 33610
(813) 744-6303 Suncom 512-1156
FAX (813) 744-6296 or Suncom 512-1153

LIST OF PROJECT SITES FOR:

FARMWORKER JOBS AND EDUCATION PROGRAM
14 Projects with 19 Locations for Adults and Youth Ages 16 and Up

COLLIER COUNTY

Includes Hendry County

Project Coordinator Gerald Williams (239) 377-9906 (239) 377-9912 (Fax) williams@collier.k12.fl.us	Project Address <i>Farmworker Jobs and Education</i> Immokalee Technical Center 508 N. Ninth Street Immokalee, Florida 34142 485 E. Cowboy Way Suite 1 LaBelle, Florida 33935	Project Supervisor Dorin Oxender, Principal Immokalee Technical Center (239) 377-9904 oxender@collier.k12.fl.us	Finance Officer Wendy Seitzinger Ph. (239) 377-0048
Maribel Perez, Case Manager (863) 612-9863 (863) 612-9864 (Fax) perez@collier.k12.fl.us		(239) 377-9906	Wendy Seitzinger (239) 377-0048

DADE COUNTY

Project Coordinator	Project Address	Project Supervisor	Finance Officer
Maria Rivero (305) 245-7738, Ext. 226 (305) 247-2619 (Fax) mrivero@centrocampesino.org	<i>Farmworker Jobs and Education</i> Centro Campesino P.O. Box 343449 Florida City, Florida 33034	Diane Cantor Executive Director (305) 245-7738, Ext. 228 dcantor@centrocampesino.org	Richard Chester (305) 245-7738, ext. 242

Project Coordinator	Project Address	Project Supervisor	Finance Officer
Maria Garza (305) 245-5865 (305) 242-7997 (Fax) garzam@miamidadade.gov	<i>Farmworker Jobs and Education</i> South Dade Skills Center 28300 SW 152 Avenue Leisure City, Florida 33033	Ulysses Arteaga (305) 260-1240 uarteag@miamidadade.gov	Andrea Peterkin Ph.(305) 514-6097

HARDEE COUNTY

Also Highlands and DeSoto Counties

Project Coordinator	Project Address	Project Supervisor	Finance Officer
Tara Jefferies (863) 784-7386 (863) 784-7367 (Fax) tarrajeffreies@southflorida.edu	<i>Farmworker Jobs and Education</i> South Florida Community College 600 West College Drive Avon Park, Florida 33825	Kevin Brown Dean of Sciences & Technologies 600 W. College Drive Avon Park, Florida 33825 (863) 784-7424 (893) 784-7355 (Fax) brownk@southflorida.edu	Evelyn Butcher (863) 784-7321

HILLSBOROUGH COUNTY

Project Coordinator	Project Address	Project Supervisor	Finance Officer
Richard Harrison (813) 757-9480 (813) 757-9548 (Fax) richard.harrison@sdhc.k12.fl.us	<i>Farmworker Jobs and Education</i> The Family Learning Center Hillsborough County Schools 3218 San Jose Mission Drive Dover, Florida 33527	Mark Kenny, Supervisor of Instruction 5103 N. 40th Street Tampa, Florida 33610 (813) 740-7750, Ext. 274 (813) 740-7763 (Fax) mark.kenny@sdhc.k12.fl.us	JoAnn Cotarelo Ph. (813) 272-4375

INDIAN RIVER COUNTY

Also Martin, St. Lucie, and Okeechobee Counties

Project Coordinator	Project Address	Project Supervisor	Finance Officer
Daniel Bird (772) 462-7916 (772) 462-4727 (Fax) dbird@irsc.edu	<i>Farmworker Jobs and Education</i> Indian River State College 3209 Virginia Avenue Fort Pierce, Florida 34981	Andre Hawkins, Dean Northwest Center/Blackburn Educational Building (772) 462-7100 (772) 462-7099 (Fax) ahawkins@irsc.edu	Theresa Canoy (772) 462-7351

MANATEE COUNTY
Also Sarasota County

Project Coordinator	Project Address	Project Supervisor	Finance Officer
Esperanza Gamboa (941) 751-7900, Ext. 2168 (941) 751-7951 (Fax) gamboae@manateeschools.net	<i>Farmworker Jobs and Education</i> Manatee County School District Manatee Technical Center 5603 - 34th Street, West Bradenton, Florida 34210	Dr. Mary Cantrell Director of Manatee Technical Institute 5603-34 th Street, West Bradenton, Florida 34210 (941) 751-7900 Ext. 2013 (941) 751-7927 (Fax) cantrellm@manateeschools.net	Frances Tamayo (941) 751-7900, Ext. 2244

ORANGE COUNTY
Also Lake County

Project Coordinator	Project Address	Project Supervisor	Finance Officer
Carol Heard (407) 905-2095 (407) 656-0783 (Fax) heardc@ocps.net	<i>Farmworker Jobs and Education</i> Orange County School District Westside Technical Center 955 East Story Road Winter Garden, Florida 34787	Anita Gentz, Senior Director Westside Technical Center 955 East Story Road Winter Garden, Florida 34787 (407) 905-2000 Ext. 2001 (407) 656-3970 (Fax) anita.gentz@ocps.net	Janet Addair Orange County Schools 445 W. Amelia Street Orlando, Florida 32801 (407) 317-3200 Ext. 2883

PALM BEACH COUNTY

Project Coordinator	Project Address	Project Supervisor	Finance Officer
Minerva Acosta (561) 355-4793 (561) 355-9900 (Fax) macosta@pbcgov.org	<i>Farmworker Jobs and Education</i> 810 Datura Street W. Palm Beach, Florida 33401	Channell Wilkins Director Community Services 810 Datura Street W. Palm Beach, Florida 33401 (561) 355-4702 (561) 355-3863 (Fax) cwilkins@pbcgov.org	Taiuha Malhotte (561) 355-4716

PASCO COUNTY

Project Coordinator	Project Address	Project Supervisor	Finance Officer
Carmen Meza (352) 524-9038 SPDL 025 cmeza@pasco.k12.fl.us	<i>Farmworker Jobs and Education</i> Moore-Mickens Education Center 38301 Martin Luther King Dade City, Florida 33525	Carolyn Allen Supervisor of Adult & Comm. Edu. District School Board of Pasco County 7227 Land o' Lakes Florida 34639 (813) 794-2206 callen@pasco.k12.fl.us	Ivonne Caraballo SC 597-2284

POLK COUNTY

Project Coordinator	Project Address	Project Supervisor	Finance Officer
Wanda Morales	<i>Farmworker Jobs and Education</i>	John Small, Director	Linda Robinson
(863) 968-5658 or 5659	Polk County School District	Workforce Education	(863) 519-7981
(863) 968-5660 (Fax)	300 E. Bridgers Ave.	1909 S. Floral Ave.	(863) 534-0809 (Fax)
<u>Wanda.Morales@polk-fl.net</u>	Auburndale, Florida 33823	Bartow, Florida 33831	
		(863) 519-8437	
		(863) 534-0788 (Fax)	
		<u>john.small@polk-fl.net</u>	

PUTNAM COUNTY

Project Coordinator	Project Address	Project Supervisor	Finance Officer
Linda Osborne	<i>Farmworker Jobs and Education</i>	Mary Beth Hedstrom	Rhonda Odom
Lucia Robles	Putnam County School District	Director Federal Programs	(386) 329-0513
(386) 698-4710	1020 Huntington Road	200 S. 7th Street	
(386) 698-1548 (Fax)	Crescent City, Florida 32112	Palatka, Florida 32177	
<u>osborne_l@firm.edu</u>		(386) 329-0543 (386) 329-0643 (Fax)	
<u>robles_l@firm.edu</u>		<u>mhedstrom@putnamschools.org</u>	

SEMINOLE COUNTY

Project Coordinator	Project Address	Project Supervisor	Finance Officer
Sheila Dixon	<i>Farmworker Jobs and Education</i>	Robert Ledford, Dean of Adult Ed	Lynn Powers
(407) 708-2670	Seminole State College	Seminole State College	(407) 708-2138
(407) 708-2128 (Fax)	100 Weldon Boulevard	100 Weldon Boulevard	
<u>dixons@scc-fl.edu</u>	Sanford, Florida 32771	Sanford, Florida 32771	
		(407) 708-2126	

VOLUSIA COUNTY

Project Coordinator	Project Address	Project Supervisor	Finance Officer
Pa Houa Lee- Yang (863) 956-3491, ext 218 (863) 956-5560 (Fax) PYang@alpi.org	<i>Farmworker Jobs and Education</i> 300 Lynchburg Road Lake Alfred, Florida 33850	Deloris Johnson Executive Director The Agricultural & Labor Program P.O. Box 3126 Winter Haven, Florida 33885 (863) 956-3491 Djohnson@alpi.org	Norris Ann Roland (863) 956-3491

STATEWIDE

Project Coordinator	Project Address	Project Supervisor	Finance Officer
Project that serves multiple counties Cheryl Burnham (800) 330-3491 (863) 956-3491 cburnham@alpi.org	<u>EMERGENCY ASSISTANCE</u> <i>Supportive Services</i> Agricultural and Labor Program 300 Lynchburg Road Lake Alfred, Florida 33850-2576 (863) 956-3357 (Fax)	Deloris Johnson Executive Director The Agricultural & Labor Program P.O. Box 3126 Winter Haven, Florida 33885 Djohnson@alpi.org	Norris Ann Roland (863) 956-3491

AREA(S) OF REPRESENTATION CODES

BU – Business

CBOD –Community-based Organizations representing individuals with disabilities

CBOV – Community-based Organizations representing veterans

EA – Education

ED – Economic Development

MIL – Military Installation Representative (Effects regions 1, 2, 4, 8, 13, 15, 23)

NV – Non-voting member

OL – Organized Labor

OSPM – One-Stop Partner, Mandatory (to include VR, DCF, Elder Services)

OSPO – One-Stop Partner, Optional

WT/WS – Current or former recipient of welfare transition assistance or workforce services

DEMOGRAPHICS CODES

GENDER CODES

M – Male

F – Female

ETHNIC CODES

W – White (not Hispanic)

B – black/African American (not Hispanic)

H – Hispanic

O – Other

OTHER CODES

D – Disabled individual

OI – older individual

V – Veteran

FISCAL AGENT DESIGN/ADMINISTRATIVE ENTITY/ONE-STOP OPERATOR

NAME OF REGIONAL WORKFORCE BOARD (RWB)	
Name and Title of RWB Chairperson	Name and Title of RWB Staff Director or Main Contact Person
Address of the RWB Chairperson	Address of RWB Staff Director or Main Contact Person
Telephone Number:	Telephone Number:
Facsimile Number:	Facsimile Number:
E-mail Address:	E-mail Address:

Name of RWB One-Stop Operator	Name of RWB Fiscal Agent
Address of RWB One-Stop Operator	Address of RWB Fiscal Agent
Telephone Number:	Telephone Number:
Facsimile Number:	Facsimile Number:
E-mail Address:	E-mail Address:

Name of the RWB Administrative Entity	Name of the Chief Elected Official(s) (Please add additional sheets if required)
Address of RWB Administrative Entity	Address of the Chief Elected Official(s)
Telephone Number: Facsimile Number: E-mail Address:	Telephone Number: Facsimile Number: E-mail Address:

